



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 10/05/2016	Employee Requisition Number ER-17020	JOB OPPORTUNITY	
Title/Position: SOFTWARE COMPLIANCE AGENT			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: OPG OKMULGEE	Location: Tulsa	Location Code: 33s	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Software Supervisor, the Software Compliance Agent will be responsible for maintaining accurate gaming software and machine inventory information and reporting information to the Manager. This position will be responsible for updating and maintaining machine tracking database, tagging and licensing each gaming machine and ensuring software compliance to protect the integrity of the electronic gaming machines.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for updating and maintaining machine tracking database, including but not limited to tagging and licensing each gaming machine. 2. Review documentation and specification for gaming machines, as well as testing software submitted for installation. 3. Communicate with licensed gaming vendors as well as Muscogee (Creek) Nation gaming facilities. 4. Coordinate machine installations and software updates. 5. Coordinate machine audits. 6. Analyze activity and identify compliance and weaknesses through testing components. 7. Continued compliance through inspection reviews and component tracking. 8. Required to be on call as assigned. 9. Assesses gaming device viability and reliability. 10. Performs in-depth analysis and testing of gaming devices. 11. Provide administrative assistance to the Manager as necessary. 12. Other duties as assigned by management.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Associates Degree from an accredited college or university or three to five years experience in a related field or a combinatory of education and experience. 2. Good written and verbal skills are critical.
Preferred Requirements:	<ol style="list-style-type: none"> 1. Bachelors Degree in Electrical Engineering, Computer Engineering, Software Engineering, or Computer Science or three or four years experience in a gaming related field. 2. Previous technical support experience is preferred. 3. Working knowledge of Class II and Class III gaming machines.



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Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Muscogee (Creek) Nation Gaming License

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:



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Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.